**Paper – Lesson Plan**

Objectives: --To identify different types of paper

--To demonstrate the basic paper folds

--To demonstrate the ability to trim, cut and bind paper

**ACTIVITY 1: IDENTIFY TYPES OF PAPER**

Materials: Manila folders

Samples of different types of paper, i.e. card stock, linen, parchment, bond, cotton, etc.

Tape or glue sticks

Pen/pencil

Procedure:

1. Cut samples of paper into small pieces, about 1.5 x 1.5 or 1x3
2. Have student tape/glue the samples inside manila folder and then label according to the sample’s description.



**ACTIVITY 2: DEMONSTRATE PAPER FOLDS**

Materials: Letter size paper, cut into fourths

Pencil/pen



Procedure:

1. Give each student eight pieces of paper
2. Have the students demonstrate the following folds. Label each piece of paper with the type of fold and the student’s name.

z-fold, half fold, French fold, gate fold, tri-fold, roll fold, closed gate fold, double parallel fold

**PAPER ACTIVITY: CUTTING AND BINDING**

1. Use the paper cutter and two pieces of letter-size paper to do the following:
   1. Cut one piece of paper into four equal parts, with no pieces leftover.
   2. Trim the second sheet of paper to 5”x7”.
2. Use the long-arm stapler and two sheets of letter-size paper. Staple the sheets together like a booklet. Fold correctly.
3. Use the paper trimmer and one piece of paper to do the following:
   1. Create a scored line approximately one inch from the end of the paper
   2. Create a perforated line approximately one inch from the opposite end of the paper
   3. Trim all the corners
4. Use the binder, one binding strip and one piece of paper. Punch the paper and attach the binding strip.
5. Put your name on each piece of paper and paperclip together to turn in.